



# City of Tempe

## PARKS MAINTENANCE TECHNICIAN I+

### JOB CLASSIFICATION INFORMATION

|                                |                    |                                 |                                  |
|--------------------------------|--------------------|---------------------------------|----------------------------------|
| <i>Job Code:</i>               | 074                | <i>FLSA Status:</i>             | Non-Exempt                       |
| <i>Department:</i>             | Community Services | <i>Salary / Hourly Minimum:</i> | \$16.727404                      |
| <i>Supervision Level:</i>      | Non-Supervisor     | <i>Salary / Hourly Maximum:</i> | \$22.582212                      |
| <i>Employee Group:</i>         | NSU                | <i>State Retirement Group:</i>  | ASRS                             |
| <i>Status:</i>                 | Classified         | <i>Market Group:</i>            | Parks Maintenance Technician II+ |
| <i>Drug Screen / Physical:</i> | Y                  | <i>EEO4 Group:</i>              | Service Maintenance              |

### DISTINGUISHING CHARACTERISTICS

While all levels of the Parks Maintenance Technician series share the same types of duties, each level is distinguished by increasing levels of complexity, customer service, organizational knowledge, autonomy, judgment and responsibility as well as defined technical expertise.

This class is distinguished from the Parks Maintenance Trainee by the ability to perform all routine maintenance duties independently with occasional instruction or assistance with new or unusual situations. Employees are fully aware of the operating procedures and policies of the work unit.

### REPORTING RELATIONSHIPS

Receives direct supervision from higher supervisory or management staff. May be assigned daily oversight by a Parks Maintenance Technician II or higher.

May provide technical and functional direction to Parks Maintenance Trainees, contracted employees or volunteers.

### MINIMUM QUALIFICATIONS

|                                 |  |
|---------------------------------|--|
| <i>Experience:</i>              | One year of experience in the maintenance of lawns, gardens, trees, athletic fields, golf courses or related as well as some experience operating small or medium sized equipment such as blowers, weed eaters, trimmers, power washers or mowers. |
| <i>Education:</i>               | Requires a high school diploma or GED.   |
| <i>License / Certification:</i> | Must possess and maintain a valid driver's license.  |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled and skilled maintenance and supporting administrative activities for the City's parks, golf courses, athletic fields and cemetery.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Maintain turf: Water, mow, weed, trim, aerate, renovate and fertilize turf.
- Maintain Landscape areas: Plant, water, fertilize, trim/prune landscaped areas consisting of bushes, trees, flowers, shrubs and decomposed granite.
- Maintain trees: Trim/prune, fertilize, and stake trees.
- Maintain parks equipment: Inspect playgrounds, picnic tables, barbecues, fences and other equipment and facilities; perform routine maintenance and minor repairs.
- Maintain irrigation: Design, install, troubleshoot, repair and replace irrigation systems including lines, heads, controllers and mains.
- Program and Operate stand alone and Central Controlled Automated Sprinkler control systems.
- Prepare athletic fields for sports activities; measure and lay out field lines, bases, and goal nets.
- Change golf course set up; move tee markers and cups.
- Pick up litter, including encampment debris; empty trash receptacles and transport rubbish to the local landfill.
- Maintain walks, fields, courts and other facilities free from leaves and debris.
- Perform custodial and general maintenance duties in and around restrooms, locker rooms and clubhouse as required.
- Excavate grave sites; set vaults and sectionals; mix and finish cement for burial markers.
- Set up funeral services with mortuaries; install curbing and grave markers; locate burial spaces and assist with requests by citizens.
- Mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- Drive and operate heavy equipment such as dump, water and aerial lift trucks, trenchers, front loaders, backhoes, tractor, rider mower and equipment trailers.
- Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, power washers, jackhammers and stump grinders.

- Clean and care for tools and equipment: perform minor repairs, report the need for major repairs, check and adjust fluid level, grease and lubricate moving parts as required; and handle and transport fuel for equipment.
- Engage with community stakeholders; respond to requests and inquiries as well as proactively communicate with patrons on ways to improve their experience.
- Coordinate event preparations with sports and other user and special event groups.
- Monitor and inspect work by outside contractors.
- Operate and maintain data in various computerized systems and accurate records of work performed and materials used.
- Recommend and assist in the development and implementation of organizational goals and objectives, and section policies and procedures.
- Plan, coordinate and oversee large maintenance projects involving staff, contracted staff and/or volunteers.
- Train, coach, mentor and provide technical/functional direction and constructive feedback to other staff, contracted employees and/or volunteers.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (3/4-ton pick-up);
- Operate city equipment (i.e. gang mowers, deck mowers, walkers, Gannon, front loaders, etc.);
- Use power tools (i.e. sod cutters, edgers, mowers, jackhammers, drills, chain saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians);
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc. (i.e. cleaning restrooms, trash and litter, and debris in stadium stands);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. cleaning restrooms, fuels, and oil for equipment);
- May require working extended hours;
- May work alone for extended periods of time;

- Other physical attributes essential to the classification.

## COMPETENCIES

| CLASSIFICATION LEVEL   | INCLUDES      | COMPETENCIES   |
|--|---------------|--|
| Foundational   | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory  | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory  | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager  | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director  | In Addition > | Entrepreneurship and Networking  |
| Director   | In Addition > | Organizational Vision  |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |  |

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised September 1997*  
*Revised November 2001 (range adj due to market)*  
*Revised May 2004 (created flex class)*  
*Revised July 2007 (update duties)*  
*Revised September 2007 (update duties)*  
*Revised June 2009 (Updated Supervision exercised & received)*  
*Revised February 2017 (Updated physical/mental activities)*  
*Revised May 2018 (reclassified Groundskeeper I; created 5 level flex series)*  
*Revised March 2019 (PW Reorg – moved to Community Services)*